

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
TRANSITION AGE YOUTH SYSTEM OF CARE BUREAU
JUVENILE JUSTICE TRANSITION AFTERCARE SERVICES DIVISION**

TRANSFER or PROMOTIONAL OPPORTUNITY

STAFF ASSISTANT II

The Juvenile Justice Transition Aftercare Service (JJTAS) is seeking a highly motivated, self-directed, committed individual to fill a full-time vacant position as a Staff Assistant II (SAII) at their Headquarters (HQ) site in Los Angeles.

ESSENTIAL JOB DUTIES:

- Supervises a team of clerical staff responsible for data entry in support of field based Mental Health Program staff. Prepares performance evaluations for all subordinate clerical support staff.
- Maintains required tracking and authorization files for JJTAS.
- Participates in all required trainings to develop expertise in IBHIS as a trained “Super User”, assists subordinate staff as needed to adequately complete their duties and responsibilities.
- Oversees the completion of “unbilled” and “denied” claims reports to assure the maximum possible generation of revenue for the unit and the Department.
- Monitor(s) the following reports, 60-90-120 Day Report, overdue UMDAP report to assure financial compliance and various other reports as needed.
- Prepares regular reports to Division Chief on workload, safety concerns, facility inspection, and files Security Incident & Non-clinical Incident Reports when required.
- Analyzes and makes recommendations on organizational problems or work procedures within the unit and may also be responsible for the implementation and/or the oversight of those changes.
- Participates and assists the Division Chief in the recruitment, selection, and placement of qualified support staff employees.
- Submits orders for supplies and equipment for the mental health units at our satellite offices; maintains inventory of supplies and inventory of capital & non-capital assets, various duties as assigned.

DESIRABLE QUALIFICATIONS:

- Excellent organizational and interpersonal skills.
- Excellent oral and written communications skills.
- Ability to prioritize multiple tasks.
- Experience within the Department of Mental Health
- Spanish Speaking a plus.

Interested individuals who currently hold title of Staff Assistant II, please fax a detailed resume, last two (2) Performance Evaluations, and last two (2) years of your Master Time records, attention Sandra Willis, Secretary by **Tuesday, September 16, 2014** to:

**Lori M. Willis, Ph.D., Division Chief
550 South Vermont Avenue, 4th Floor, Suite 400 Los Angeles, CA 90020
Fax: (213) 427-6166**

Or e-mail PDF copies to: **swillis@dmh.lacounty.gov**